# Auxiliary Assistant License and Document Evaluator (AUX-LDEV)



# Personal Qualification Standard (PQS) Workbook

# INTENT

Upon successful completion of this personal qualification, a person will hold the minimum competencies to work in a Regional Examination Center and assist with processing applications for Mariners' Credentials. Completion of this personal qualification does not authorize Auxiliarists to issue or evaluate mariner license documents.

## Marine Safety and Environmental Protection Training Guide

## Auxiliary Assistant License and Document Evaluator (AUX-LDEV)

This booklet is your personal on the job training (OJT) guide to qualification as an Auxiliary Assistant License and Document Examiner. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.

**Reference Materials:**
46 CFR Subchapter B

**Auxiliary Assistant License and Document Evaluator**

**Auxiliary Assistant License and Document Evaluator (AUX-LDEV) Tasks:**
(Optional items are at the discretion of individual commands)

|  |  | **Date Completed** | **Verifying Officer** |
|---|---|---|---|
| A. | Completion of the Initial Introduction to Marine Safety, Security and Environmental Protection Correspondence Course (IIMS). | _____ | _____ |
| B. | Completion of **OPTIONAL** local training requirements | | |
| C. | Oral board (unit level) – | _____ | _____ |
| D. | Completed package with documentation submitted to Training Officer/Coordinator for review | _____ | _____ |

*All qualification requirements have been satisfactorily completed.*

_____  _____
Training Officer/Coordinator     Date

**Record of Verifying Officers:**

| *Date:* | *Name/Signature:* | *Initials:* | *Rate/Rank/Office:* |
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# Auxiliary Assistant License and Document Evaluator

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| | **GENERAL KNOWLEDGE OF ROLES AND HIERARCHY** | | |
| ALE1 | State the roles and hierarchy of the Mariner Licensing and Documentation Program including:<br>• REC Chief<br>• OCMI<br>• District Commander<br>• Area Commander<br>• National Maritime Center<br>• Commandant | _____ | _____ |
| | **CUSTOMER SERVICE** | | |
| ALE2 | Serve as the Customer Service Representative handling telephone inquiries/making appointments. | _____ | _____ |
| ALE3 | Greet customer at service counter, determine customer's needs and initiate appropriate action. | _____ | _____ |
| ALE4 | Demonstrate the ability to locate information or citations from the following resources: | | |
| | a.   U.S. Code (Statutory Law) | _____ | _____ |
| | b.   Code of Federal Regulations (Regulatory) | _____ | _____ |
| | c.   STCW Regulations | _____ | _____ |
| | d.   Marine Safety Manual Vol. III | _____ | _____ |
| | e.   COMDT Instructions | _____ | _____ |
| | f.   NVICs | _____ | _____ |
| | g.   District Instructions | _____ | _____ |
| | h.   Local OCMI Policy Letters | _____ | _____ |
| | i.   NMC Policy Letters | _____ | _____ |
| ALE5 | Identify information that is, or is not releasable under the Freedom of Information (FOIA) and/or Privacy Acts.  Demonstrate understanding of REC information policy.  (i.e., FOIA requests, Privacy Act, Congressional Inquiries;  appropriateness of discussing, or referral to unit FOIA Officer). | _____ | _____ |
| ALE6 | Describe local chain of command and role of the National Maritime Center (NMC). | _____ | _____ |

# Auxiliary Assistant License and Document Evaluator

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| | **COMPUTER SKILLS** | | |
| ALE7 | Demonstrate adding Mariners to MMLD | | |
| | a. Open MMLD on Desktop | _____ | _____ |
| | b. Enter Mariner Maintenance | _____ | _____ |
| | c. Enter SSN to retrieve file or create new one | _____ | _____ |
| | d. Enter Mariner info/edit Mariner info | _____ | _____ |
| | e. Request NDR Check | _____ | _____ |
| | e. Validate | _____ | _____ |
| | f. Mariner Tracking System entries | _____ | _____ |
| | g. Locking files | _____ | _____ |
| ALE8 | Demonstrate database entry | | |
| | a. Enter Excel | _____ | _____ |
| | b. Access database | _____ | _____ |
| | c. Make Appropriate entries | _____ | _____ |
| ALE9 | Demonstrate ability to use/print standard correspondence from MS Word. | _____ | _____ |
| ALE10 | Demonstrate ability to use/print E-Mail from MS Outlook. | _____ | _____ |

## Demonstrate Knowledge of "General" MMD Requirements

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE11 | Review contents of application package. | _____ | _____ |
| ALE12 | Application form | _____ | _____ |
| ALE13 | National Driver's Register consent form | _____ | _____ |
| ALE14 | Proof of citizenship | _____ | _____ |
| ALE15 | Minimum age/under age requirements | _____ | _____ |

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| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE16 | Minors: A notarized statement of consent of a parent or legal guardian is required for all minor applicants. | | |
| ALE17 | Original social security card | | |
| ALE18 | Passport size photograph | | |
| ALE19 | Drug screen (DOT 5-panel drug screen *or* random drug testing programs) | | |
| ALE20 | Physical | | |
| | a.   Physical form, *or* | | |
| | b.   Medical fitness form | | |
| ALE21 | Demonstrate ability to correctly apply National Driver's Register (NDR) procedures and guidelines for evaluating/implementing assessment periods for criminal convictions, alcohol abuse, drug use/possession/trafficking, and/or NDR related offenses. | | |
| | a.   Prepare fingerprint cards and take fingerprints (original issue) | | |
| | b.   Operate live-scan equipment (if applicable) | | |
| | c.   Applicable fees | | |
| | d.   Oath conducted before Coast Guard official | | |

## IDENTIFY BASIS FOR DENIAL OF MMD

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE22 | Criminal record review | | |
| ALE23 | National Driver's Register | | |

## DEMONSTRATE KNOWLEDGE OF "GENERAL" LICENSE REQUIREMENTS

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE24 | Review contents of application package | | |
| ALE25 | Application form | | |
| ALE26 | Discharges, sea service letter, or forms | | |
| ALE27 | Recency of service | | |
| ALE28 | First Aid and CPR | | |
| ALE29 | National Driver's Register consent form | | |
| ALE30 | Proof of citizenship | | |
| ALE31 | Citizenship requirements | | |

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| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE32 | Minimum age requirements | | |
| ALE33 | Original Social Security card | | |
| ALE34 | Character Check and References | | |
| ALE35 | Passport size photo (if needed for STCW) | | |
| ALE36 | Drug Screen (DOT 5-panel drug screen *or* random drug testing programs) | | |
| ALE37 | Physical | | |

## DEMONSTRATE KNOWLEDGE OF REQUIREMENTS FOR RENEWAL OF MMDs

| | | | |
|---|---|---|---|
| ALE42 | Application | | |
| ALE43 | Fitness | | |
| ALE44 | NDR check | | |
| ALE45 | Sea service requirements | | |
| ALE46 | Physical requirements | | |
| ALE47 | Drug test | | |
| ALE48 | Re-issuance after expiration | | |
| ALE49 | Renewal in advance/by mail | | |
| ALE50 | Options for renewing without appropriate service (Exams, approved courses, etc.) | | |
| ALE51 | Renewal for continuity only | | |
| ALE52 | Appropriate fees | | |

## DEMONSTRATE ABILITY TO CONDUCT TRAVELING EXAMINATION TEAM (TET) TRIPS

| | | | |
|---|---|---|---|
| ALE53 | Designate coordinator at site and have Letter of Undertaking (LOU) signed. | | |
| ALE54 | Request approval from NMC and obtain Travel Order Number. | | |
| ALE55 | Verify evaluations of applicants complete. | | |
| ALE56 | Determine type and number of exam modules needed: | | |

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| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| | a.   Log out exam modules | | |
| | b.   Pack appropriate reference materials | | |
| | c.   Set-up "exam Site" | | |
| | d.   Log in exam modules when returned | | |
| | e.   Maintain security of exams | | |
| | f.   Provide sponsor with results of exams | | |
| | g.   Complete travel log | | |

## DEMONSTRATE ABILITY TO PERFORM COURSE OVERSITE AND SITE APPROVAL

| Task No. | OJT Task | Date Completed | Verifying Officer's Initials |
|---|---|---|---|
| ALE57 | Course Oversight | | |
| | a.   Conduct review of REC course file | | |
| | b.   Interview instructors and students | | |
| | c.   Conduct review of exams/attendance records held | | |
| | d.   Inspect availability/operation of training aids | | |
| | e.   Submit letter of oversight results to school, copy to NMC | | |
| | f.   Submit annual oversight report to NMC | | |
| | g.   State OCMI actions for non-compliance | | |
| | h.   State NMC actions for non-compliance | | |
| ALE58 | Site Approval | | |
| | a.   Determine maximum number of applicants for facility | | |
| | b.   Determine lighting and workspace | | |

**Auxiliary Assistant License and Document Evaluator**

**NOTES**